



National Finance Center Customer Notification

Date of Notification: September 2, 2011

**Subject: NFC's Special Payroll Processing System – Please Respond by Friday,
September 9, 2011**

Database/Customer(s) Affected: All

Dear Customer:

The National Finance Center is dedicated to providing our customers with quality, efficient, user friendly applications that utilizes current technology. In our efforts to maintain this goal, we have redesigned and redeveloped the Special Payroll Processing System (SPPS). The new application will provide SPPS users with a simplified interface and greater ease of processing your manual payments.

Agencies that are interested in testing the new SPPS application will need to submit the name, telephone number and email address of your agency point of contact (POC), along with a password protected list of Social Security Numbers (SSNs) to be loaded into the test environment. The list should contain one SSN per line and include leading zeros without hyphens or spaces. This information should be provided to your NFC Customer Service Representative no later than Friday, September 9, 2011. All information regarding User Acceptance Testing will be communicated to the reported agency POC.

Federal employees with questions concerning this notification should contact their Servicing Personnel Office. Authorized agency representatives with questions concerning this notification should contact NFC's Client Management Branch at Customer.Support@nfc.usda.gov.

KJS/M6-11-091/140

"Tip of the Week"

When processing a History Correction package for corrective purposes, please ensure that all subsequent actions contain the corrected information. If your correction is displayed only on the original action, the end product of your History Correction package after application to the database will not be reflective of the change that was made.